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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

February 15, 1949

BUREAU MEMORANDUM No. 414

Control Over Long-Distance Telephone Calls.

MEMORANDUM FOR DIRECTORS OF REGIONAL RESEARCH LABORATORIES, WASHINGTON DIVISION CHIEFS, AND OFFICERS IN CHARGE OF FIELD STATIONS.

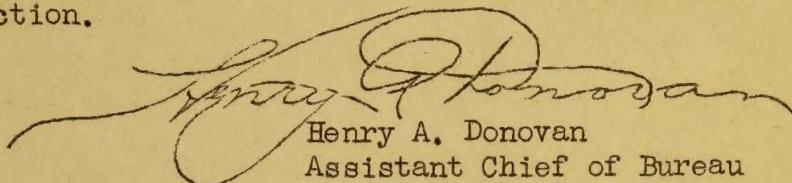
Reference is made to Amendment No. 4, dated December 15, 1948, to Title 4 of the Administrative Regulations of the Department pertaining to the above subject, recently distributed.

This amendment eliminates the mandatory requirement for preparing a written justification of long-distance calls costing more than 50 cents and imposes on the Chief of Bureau the responsibility for applying adequate control measures to assure that unnecessary expenditures in connection with such calls will be avoided. Also, it should be noted that there has been no change made in the minimum standard against which all long-distance telephone calls should be tested. These standards are described in Title 4, Section 4, paragraph 504 (b).

It is also important to note that the Certifying Officer is required to certify that all toll charges listed represent calls made in the public interest. Accordingly it is necessary that suitable controls be established and adequate records be maintained to provide a firm basis for such certifications.

The proper use and control of long-distance telephone calls is a matter with which this Bureau has always been very much concerned, and the issuance of this memorandum seems an appropriate occasion to reiterate our policy in this connection. In the Washington Office all calls are to be cleared by the Chief or one of the Assistant Chiefs of Bureau before being placed. In the field, the Director or Acting Director or Business Manager of the regional laboratory, or Head of the field station will likewise be responsible for exercising adequate supervision over calls originating in their respective laboratories or stations.

In order that this office may be fully informed as to the procedures you have established in accordance with this policy of exercising control over long-distance calls, it is requested that a statement regarding the operations at your laboratory and in the field stations be furnished at an early date, together with any comments you wish to make in this connection.


Henry A. Donovan
Assistant Chief of Bureau

